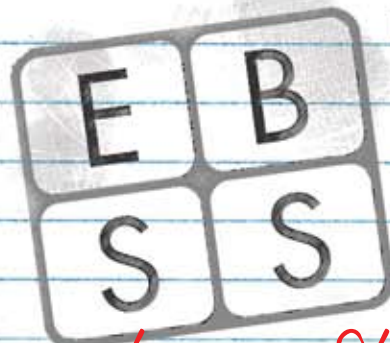


Recruitment Package

To-Do List

- Find out how to get involved
- Pick a position
- Apply for a position
- Get involved!

Get involved with the



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Please return after reading

What Can I Apply For?

Corporate Relations

Marketing

Social

Charity

Academics

Finance

And more...

Marketing Portfolio

Director of Street Marketing

Responsible for the management and organization of the Street Marketing Crew, as well as assisting the Marketing portfolio. The street crew is the promotions group that is to promote all EBSS events.

Street Marketing Crew

Responsible for promoting and increasing the attendance at all EBSS events. As well, as assisting to the Marketing portfolio. People skills are an asset.

Public Relations Officer

Responsible for communicating to the Edwards student body through maintaining the calendar in the reading room, bathroom bits and the EBSS weekly electronic newsletter. Public Relations Officer may also assist with general marketing portfolio duties.



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Videographer/Photographer

Responsible for photo/video capture and production for EBSS events such as orientation and LB5Q. Skills in photo and video editing software and using a video camera is necessary for this position. Camera provided by the EBSS.

Visual Designer

Responsible for designing, and printing all posters, flyers, tickets, and other promotional material for the EBSS. Photoshop, Illustrator, publisher, and graphic/media design skills are a huge asset for this position.

Sales and Merchandise Director

Responsible for ordering, and purchasing all Edwards School of Business clothing and items. Must organize a sale once per term, as well as assisting to the Marketing portfolio.

Webmaster

Responsible for maintaining and developing the EBSS website and assisting to the Marketing Portfolio. Basic computer/web and photoshop knowledge is an asset.



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Social Portfolio

Social Director

Responsible for being the liaison between the sponsor bar, alcohol companies, events location managers, etc. and is an assistant to the VP of Social. Responsible for organizing The White Party. Organizational and people skills are an asset. Must be 19+ by August 31st.

LB5Q/Hockey Trip Director

Responsible for all matters pertaining to LB5Q and Hockey Trip. You must also be 19 years old by August 31st. High organizational, communication, and people skills are assets.

Business Formal/Grad Director

Responsible for all matter pertaining to the annual Edwards Business Formal and Graduation. A background in event/banquet planning is an asset but not required. One of the two individuals chosen for this position must be in their graduating year of university.



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Student Event Coordinator

Responsible for all matters pertaining to Orientation, Experience US!, Greystone Scholars Spend-A-Day, high school visits, morale boosting and EBSS recruitment. People and organizational skills are an asset. Must also assist in general social portfolio duties.

Corporate Relations Portfolio

Corporate Relations Director

Responsible for corporate fundraising within his/her selected Corporate Partner Portfolio for all EBSS and Club events, programs and activities. People and organizational skills would be an asset.

Corporate Relations Coordinator

Responsible for assisting a Corporate Relations Director with corporate fundraising within his/her selected Corporate Partner Portfolio for all EBSS and Club events, programs and activities. People and organizational skills would be an asset.

Value Card Administrator

Responsible for signing local businesses to the Value Card, as well as the ordering and selling of the Value Card. You will also be responsible for the organization and success of the EBSS student handbook/planner.



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Finance Portfolio

Finance Associate

Responsible for helping manage the financial situation of the EBSS. Duties include: working with an accounting system, preparing bank deposits, budgeting, and managing the financial aspects of important events. Previous accounting or finance experience is not necessary but would be beneficial.



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Academic Portfolio

Academic Director

Responsible for all matters pertaining to all local, provincial, national and international events, conferences, and competitions that enhance the academic experience of students.



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Charity Portfolio

Charity Director

Responsible for organizing, and running the charity events of the EBSS; more specifically the Charity Bxxr Night, LB5Q bbq, Change-N-Diaper and 5 Days for the Homeless, with the overall goal of increasing the involvement of business students in the community.



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Other Positions

Administration Manager

Responsible for taking minutes for general EBSS council meetings. They also take care of the general order of the office, and purchase misc. office supplies when needed. Good typing skills is an asset.

Chairperson

Responsible for chairing both EBSS general council and executive meetings; as well as creating and managing the meetings agendas. Basic knowledge of Roberts Rules of Order is an asset.



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Important Dates

General Council Applications

Open Monday Feb. 6th & Close Tuesday, Feb. 14th

General Council Interviews

Wednesday Feb. 15th to Friday, Feb. 17th

Help plan some of the universities best events, expand your network, boost your resume, gain practical experience, and have fun!

For more information, come to the EBSS office (ESB 247) or email spencer.hey@usask.ca

Fill out the attached application form and submit electronically or hand it in at the EBSS office.



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